



# CARIBBEAN TOURISM ORGANIZATION

## APPLICATION FOR NON-GOVERNMENT MEMBERSHIP

### WELCOME TO THE CARIBBEAN TOURISM ORGANIZATION

The Caribbean Tourism Organization (CTO) is the principal tourism development and promotion organization in the Caribbean region. The Organization's membership includes regional governments, policy makers and industry experts. The CTO can help you to position your business, association, or organization as a major player in tourism, in the Caribbean.

### WHAT DOES BEING A MEMBER MEAN FOR YOU?

The Caribbean Tourism Organization has developed a robust Non-Government Membership programme that is designed to provide members with a wide-range of benefits. These include:

- ✓ Complimentary copy of the CTO Quarterly Statistical Report
- ✓ Email notification of tenders, RFPs, vacancies, and other opportunities
- ✓ Facilitation of government member engagement activities
- ✓ Listing in Member Directory
- ✓ Special registration for CTO events
- ✓ Special partnership opportunities at CTO events
- ✓ Use of the CTO logo
- ✓ Engage in advocacy and tourism policy development
- ✓ Special access fees for CTO training and development programmes
- ✓ Featured Member profile on CTO website and social media channels
- ✓ Member rates for CTO Publications
- ✓ Receipt of CTO Member communications
- ✓ Access to the CTO media network

### WHO ARE OUR GOVERNMENT MEMBERS?

CTO is comprised of English, French, Spanish and Dutch speaking territories bordered by the Caribbean sea.

Anguilla	Dominica	St. Eustatius
Antigua & Barbuda	Grenada	St. Kitts & Nevis
Bahamas	Guyana	St. Lucia
Barbados	Haiti	St. Maarten
Belize	Jamaica	St. Martin
British Virgin Islands	Martinique	St. Vincent & the Grenadines
Cayman Islands	Montserrat	Trinidad & Tobago
Curaçao	Puerto Rico	Turks & Caicos

## CARIBBEAN TOURISM ORGANIZATION

### ALLIED MEMBERSHIP TERMS & CONDITIONS

Allied members of the Caribbean Tourism Organization are subject to the terms and conditions of membership

The contents below are an outline the Terms & Conditions of Allied Membership within the Caribbean Tourism Organization. Any changes will be communicated to all Allied Members, via email, thirty (30) days prior to implementation. These Terms & Conditions are governed exclusively by the laws of Barbados.

- I. Allied Membership in the Caribbean Tourism Organization (CTO) is open to non-governmental agencies and private sector entities including commercial and not-for-profit enterprises operating in any part of the world, with no restriction to sector or industry.
- II. Specifically, Article 2 (b) of the CTO Constitution classifies Allied Members as "companies, corporations, firms, organizations, agencies or other persons providing goods and services to, or otherwise engaged in, the tourism industry of the Caribbean."
- III. A list of CTO benefits to which Allied members are entitled is included in Appendix A. This list is subject to change. The Allied Members section of the CTO website (<https://www.onecaribbean.org/about-allied-membership/>) will highlight the most up-to-date list of benefits. Alternatively, the list can be obtained by emailing the Membership Department at [membership@caribtourism.com](mailto:membership@caribtourism.com).
- IV. Allied members are entitled to use the CTO logo to allow them to be identified as a member of the organization. The logo should not be used for commercial purposes. The guidelines for use of the logo are available for download at <https://www.onecaribbean.org/about-allied-membership/cto-brand-guidelines/>
- V. Allied Membership is attained through the completion of CTO Membership Application form and payment of the associated member dues. Each application received is vetted by the CTO and if required, the applicant may be contacted if there are any errors identified.
- VI. Allied Membership is for one (1) calendar year (January 1 to December 31) and must be renewed annually, if the association with the CTO is to be maintained.
- VII. Renewal notices are sent to existing members in the last quarter of the calendar year of their current membership. Members have until March 31 of each year to complete the renewal process, after which their membership may be revoked.
- VIII. Membership dues are presented in United States Dollars and are subject to change depending on market conditions and other operational realities.
- IX. Members will be given notice of any adjustments to their dues at least sixty (60) days prior to the close of the current calendar year. Membership dues are published in the Allied Members Section of the CTO website (<https://www.onecaribbean.org/about-allied-membership/>) or can be obtained by sending a request to [membership@caribtourism.com](mailto:membership@caribtourism.com).
- X. The dues are divided into two (2) Categories; (1) agencies and private sector entities operating in CTO member countries and (2) agencies and private sector entities operating outside of CTO member countries. The list of CTO member countries is found on the CTO website.
- XI. Allied Members are further sub-divided into four (4) Groups identified in the application form as A, B, C, D. These Groups may be modified from periodically, and members will be given notice of any adjustments to their Group at least sixty (60) days prior to the close of the current calendar year.
- XII. New and renewing members are responsible for the selection of their Category and their Group. If during the application review process, it is identified that the applicant's profile does not align with the profile of their selected Category or Group, communication will be sent requesting that one or both be adjusted before the application process can proceed. New and renewing members can request guidance on which category best suits their profile by sending an email to [membership@caribtourism.com](mailto:membership@caribtourism.com).
- XIII. Instructions on how to remit dues payments can be found in the Allied Member section of the CTO website, on the membership application form, or can be requested by sending an email to [membership@caribtourism.com](mailto:membership@caribtourism.com).
- XIV. Membership fees may be pro-rated for new applicants who were not previously members. The guidelines are:
  - a. A 25% discount is applied to payments received during the months August to November, inclusive
  - b. Payments received in December are applied to the next full year
- XV. All applications are subject to review and after which a Membership Confirmation Email is sent to the primary email address included on the application form, in addition to a payment receipt.
- XVI. Each new member will be sent a Welcome Letter and CTO Membership pin by standard post to the mailing address included on the application form.
- XVII. Membership dues payments are non-transferable and are non-refundable.
- XVIII. Membership may be automatically revoked for non-payment of dues. Members have until April 30<sup>th</sup> of the coming year to pay outstanding membership dues for that year; after that period their membership may be considered for revocation.
- XIX. A member can request that their membership be canceled by submitting a request via email to the CTO – [membership@caribtourism.com](mailto:membership@caribtourism.com). Once the notice of the request is received, the former member's details will be immediately removed from the CTO membership database, mailing lists, etc.
- XX. The CTO subscribes to a comprehensive Privacy Policy that governs the way the data of all existing and former members is managed. The Policy is available for review at <https://www.onecaribbean.org/privacy-policy/>

**CARIBBEAN TOURISM ORGANIZATION  
NON-GOVERNMENT MEMBERSHIP CATEGORIES AND ANNUAL DUES**

Membership dues are based on the location of the business and are defined as follows:

All dues are listed in US Dollars

**1 CTO MEMBER COUNTRY:** Base of Operation and Registration **WITHIN** CTO Member Country

**2 ALL OTHER COUNTRIES:** Base of Operation and Registration **OUTSIDE** CTO Member Country

CATEGORY	1 CTO Member Country	2 All Other Countries
<b>A — ALLIED MEMBER</b>	[ ] \$600	[ ] \$800
<input type="checkbox"/> Accommodation <input type="checkbox"/> Education <input type="checkbox"/> Photography & Videography <input type="checkbox"/> Shipping & Freightling <input type="checkbox"/> Advertising <input type="checkbox"/> Event Management <input type="checkbox"/> Public Relations & <input type="checkbox"/> Telecommunications <input type="checkbox"/> Attractions <input type="checkbox"/> Financial Services    Communications <input type="checkbox"/> Transportation <input type="checkbox"/> Catering <input type="checkbox"/> Information Technology <input type="checkbox"/> Publishing <input type="checkbox"/> Travel Consortia <input type="checkbox"/> Construction <input type="checkbox"/> Legal <input type="checkbox"/> Property Management <input type="checkbox"/> Travel & Tourism Management <input type="checkbox"/> Consultancy <input type="checkbox"/> Manufacturing <input type="checkbox"/> Real Estate <input type="checkbox"/> Yachts <input type="checkbox"/> Design <input type="checkbox"/> Marketing <input type="checkbox"/> Retail & Wholesale <input type="checkbox"/> Distribution <input type="checkbox"/> Media <input type="checkbox"/> Research <input type="checkbox"/> E-commerce <input type="checkbox"/> Medical <input type="checkbox"/> Restaurants or Bars		
<b>B— INDIVIDUAL ALLIED MEMBER</b>	[ ] \$275	[ ] \$350
<input type="checkbox"/> Individual Allied Member: Individual practitioners operating in the industries listed in Category A.		
<b>C— ALLIED MEMBER</b>	[ ] \$1,500	[ ] \$2,000
<input type="checkbox"/> Multi-Sectoral Company operating in more than one business sector		
<b>D — ALLIED MEMBER</b>	[ ] \$500	[ ] \$600
<input type="checkbox"/> Association <input type="checkbox"/> Government Agency <input type="checkbox"/> Non-Governmental Organization		
<b>E — CARRIER MEMBER</b>	[ ] \$2,000	[ ] \$3,500
<input type="checkbox"/> Cargo Airline <input type="checkbox"/> Commercial Charter <input type="checkbox"/> Commercial Cruise Line <input type="checkbox"/> Commercial Airline <input type="checkbox"/> Commercial Jet Service		
<b>F — TRAVEL AGENCY MEMBER</b>	[ ] \$160	[ ] \$200
<input type="checkbox"/> Travel Agency		
<b>G — TRAVEL AGENT</b>	[ ] \$75	[ ] \$75
<input type="checkbox"/> Individual Agent		

<b>What are your main reasons for joining the CTO?</b> (tick all that apply)	<b>How did you hear about us?</b> (tick all that apply)
<input type="checkbox"/> Networking Opportunities <input type="checkbox"/> Access to Statistics <input type="checkbox"/> Discounts on Events <input type="checkbox"/> Advocacy Opportunities <input type="checkbox"/> Opportunities to Showcase my Brand and Product/Service <input type="checkbox"/> Other _____	<input type="checkbox"/> Email <input type="checkbox"/> CTO Website <input type="checkbox"/> CTO Social Media Site—(Facebook/LinkedIn/Instagram/Twitter) <input type="checkbox"/> Trade Event _____ <input type="checkbox"/> CTO Member _____ <input type="checkbox"/> CTO Event _____ <input type="checkbox"/> Other _____

**CARIBBEAN TOURISM ORGANIZATION  
PAYMENT FOR NON-GOVERNMENT MEMBERSHIP**

Membership valid for one (1) Calendar year. Dues will be pro-rated accordingly.

**ENROLLMENT INFORMATION (Please print clearly)**

Company Name: \_\_\_\_\_ Business Category:(e.g. A1 Media) \_\_\_\_\_  
 Main Representative: Mr./Mrs./Ms./Dr./Prof. \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City & State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Country: \_\_\_\_\_ Phone:( ) \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: (if different from above) \_\_\_\_\_  
 Web Address: \_\_\_\_\_ Logo: Email company logo in png or jpg format to [membership@caribtourism.com](mailto:membership@caribtourism.com)  
 Company description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Each company is allowed two additional representatives at **no extra cost**. Please list below:

Name: _____	Name: _____
Position: _____	Position: _____
Email: _____	Email: _____

Complete the section below for any additional representatives you wish to have listed at **\$150** each (**\$75** for travel agencies):

Name _____	Name: _____
Position: _____	Position: _____
Email: _____	Email: _____

**PAYMENT INFORMATION**

Annual Dues \$ _____	Please submit completed application to <a href="mailto:membership@caribtourism.com">membership@caribtourism.com</a>  <b>MEMBERSHIP SERVICES</b> <b>CARIBBEAN TOURISM ORGANIZATION</b> 7th Floor, Baobab Towers Warrens, St. Michael BARBADOS T: 246-427-5242 <a href="http://www.onecaribbean.org">www.onecaribbean.org</a>
Discount Code (If Applicable) _____	
Fees for Additional Listing (s) \$ _____	
Add one-time Processing Fee (except Travel Agencies) <b>\$75.00</b>	
<b>TOTAL AMOUNT DUE</b> \$ _____	
<input type="checkbox"/> An invoice is required	

**PAYMENT MUST ACCOMPANY APPLICATION FORM TO ENSURE PROCESSING**

Charge total amount to my [ ] AMEX [ ] VISA [ ] MC  
 Name of Card Holder: \_\_\_\_\_ | Exp. Date: \_\_\_\_\_  
 Card Number: \_\_\_\_\_  
 Signature: \_\_\_\_\_ | Date: \_\_\_\_\_, 20\_\_\_\_

The CTO does not store credit card information

To request electronic copies of the CTO logo for your website or collateral materials, please email us at [membership@caribtourism.com](mailto:membership@caribtourism.com).